



NEW SINGLE FAMILY RESIDENTIAL BASIC PLAN SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal of a single-family residential building permit using Basic plan review.

If you think an item is not applicable to your project, this should be brought to Staff's attention in advance of the submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted at the Counter for further processing and will be returned to the Applicant. The information on this checklist is not meant to be all inclusive and additional materials may be required as the review proceeds.

In most cases, submittals must be made in person. Submittals by mail or email may be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed Building Permit Application
- ☐ Completed copy of this Checklist
- ☐ Certificate of Water Availability (**2 copies**)
- ☐ Certificate of Sewer Availability
- ☐ Soil Amendment Calculation Sheet (**2 copies**)

- ☐ Copy of current Washington State Contractor's registration when a contractor will be performing the work
- ☐ Site Plan (**2 copies, 11" x 17" paper**)
- ☐ Fire Impact Fee Information Sheet
- ☐ CD or flash drive with electronic copies of all materials
- ☐ Plan review fees; collected at time of application submittal.

Note: Permit and Impact Fees will be collected at the time of permit issuance, payable by check or credit card.

Site Plans

- ☐ North arrow.
- ☐ Minimum scale of 1"=20', scaled drawings.
- ☐ Name of designer, signature, and date.
- ☐ Lot address and tax parcel number.
- ☐ Plat name and subject property lot number.
- ☐ Registered permit number and plan number
- ☐ Adjacent streets, labeled.
- ☐ Lot lines, dimensions, and area; all areas in square feet.
- ☐ Existing elevation contour lines in two-foot intervals; show lot-corner elevations for flat lots.
- ☐ Proposed grade elevations.
- ☐ Proposed drainage facilities and connections to the storm stub-out.

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- ☐ Cut and fill quantities.
- ☐ Clearing limits.
- ☐ Building setback lines and dimensions.
- ☐ All public and private easements and tracts, dimensions, and purpose.
- ☐ Location of utilities and utility structures, including water, sewer, gas, electricity and storm-water stub-out.
- ☐ Location of exterior mechanical equipment to include ground and roof-mounted air conditioners, heat pumps and other air-handling units.
- ☐ Location of wells, septic tanks, and drain fields.
- ☐ Structures to be removed or demolished.
(May require separate permit.)
- ☐ Proposed building footprint, dimensions, area and use. Show eave overhangs and bump outs.
- ☐ Driveway footprint, dimensions, area, and paving material
- ☐ Footprint, dimensions, and area of walkways, patios, covered decks, and other impervious surfaces.
- ☐ Total area of impervious surfaces in square feet.
- ☐ Lot coverage calculations. (Impervious surface area/lot area)* 100 = percent coverage.
- ☐ Critical area and critical-area buffers affecting the lot, including wetlands, streams, lakeshore, and steep slopes.
- ☐ Rockery and retaining walls and dimensions.
- ☐ All trees 6-inches in diameter or greater; indicate which are to be removed, retained, or planted.
- ☐ Tree protection areas and dimensions.

CITY OF MAPLE VALLEY	
MINIMUM DESIGN CRITERIA	
Wind Loading.....	110 mph — R Occupancies
Exposure	“B”
Topographic Effects	No
Seismic Category	D1
Roof Snow Loading	25 psf
Assumed Soil Bearing Capacity	1,500 psf
Subject to damage from:	
Weathering.....	Moderate
Frost Line Depth.....	12 Inches
Termite.....	Slight to Moderate
Decay.....	Slight to Moderate
Air Freezing Index	1500
Winter Design Temperature	22 Degrees F
Summer Design Temperature.....	85 Degrees F